

## Batch Event: Ch. 13 Trustee - Notice of 341(a) Mtg. of Creditors

In addition to filing a single Notice of 341(a) Meeting of Creditors through the Trustee/Bankruptcy Administrator category, the Notice of 341(a) Meeting of Creditors is also available in the Batch Filing category found in CM/ECF under Bankruptcy.

When filing 341 Notices electronically in batch, take the following steps to prepare for the batch filing:

- √ Separate the notices by attorney for the debtor. This will insure that attorneys receive e-mail notification only about their own cases.
- √ Separate the Notices by the date of the upcoming 341(a) meeting. The final text entry has a text box for the entry of this date and the entry of the proof of claim deadline date. All batched 341 notices must be for the same 341 hearing date and have the same proof of claim deadline.

### Bankruptcy - Notice of 341(a) Meeting of Creditors

**STEP 1** Click **Bankruptcy** on the CM/ECF Main Menu Bar. (See Figure 1)



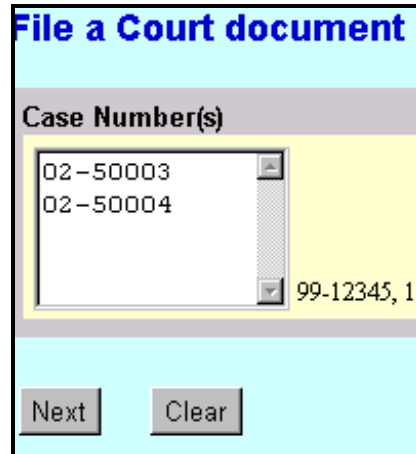
**Figure 1**

**STEP 2** The **Bankruptcy Events** list displays. (See Figure 2)



- ◆ Click the [Batch Filings \(TRUSTEE ONLY\)](#) hypertext link.

**STEP 3** The **Case Number(s)** screen displays (See Figure 3)



**File a Court document**

**Case Number(s)**

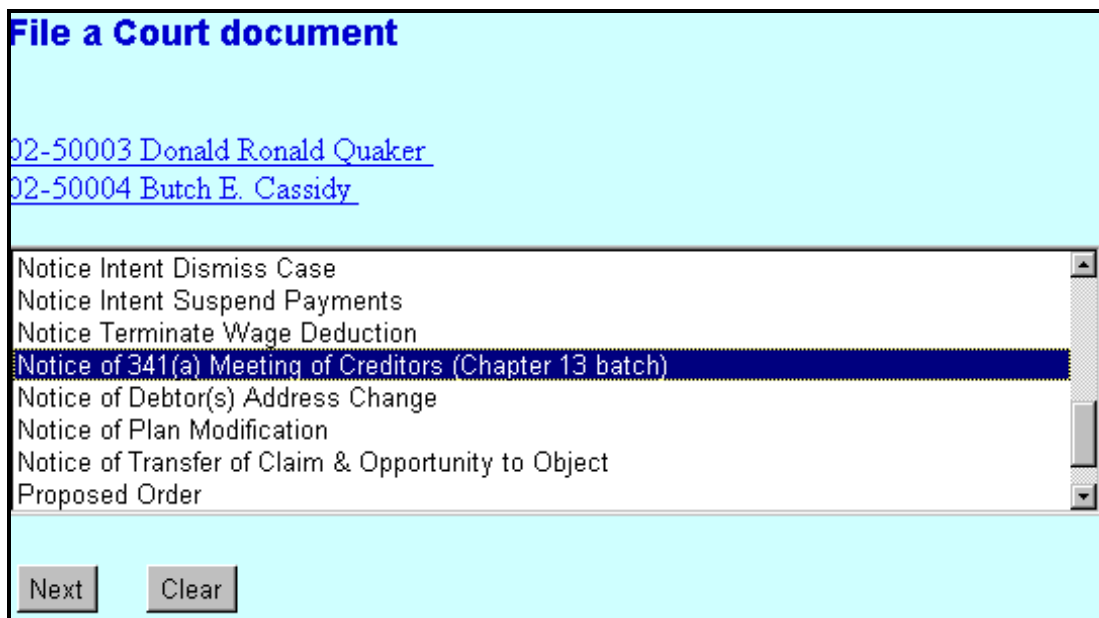
02-50003  
02-50004  
99-12345, 1

Next Clear

**Figure 3**

- ◆ Enter the bankruptcy number(s) in yy-nnnnn format, including the dash for each of the batch cases to be submitted.
- ◆ Click [Next].

**STEP 4** The **Bankruptcy Batch Filings (Tr. Only)** events list displays. (See figure 4)



**File a Court document**

[02-50003 Donald Ronald Quaker](#)  
[02-50004 Butch E. Cassidy](#)

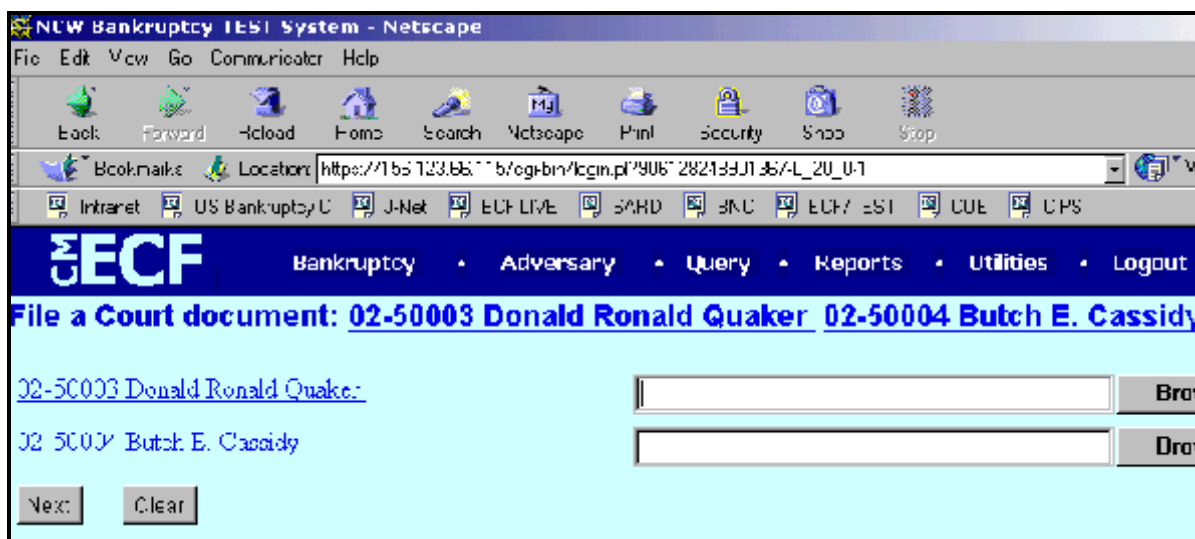
Notice Intent Dismiss Case  
Notice Intent Suspend Payments  
Notice Terminate Wage Deduction  
**Notice of 341(a) Meeting of Creditors (Chapter 13 batch)**  
Notice of Debtor(s) Address Change  
Notice of Plan Modification  
Notice of Transfer of Claim & Opportunity to Object  
Proposed Order

Next Clear

**Figure 4**

- ◆ Click to highlight and select the event: *Notice of 341(a) Meeting of Creditors (Chapter 13 batch)*.
- ◆ Click **[Next]**.

**STEP 5** The **Browse for a PDF Image File** screen displays. (See Figure 5)



**Figure 5**

- ◆ Click **[Browse]**.
- ◆ The Trustee office will upload the appropriate pdf file image for each of the selected case numbers.
- ◆ Click **[Next]**.

**STEP 6** The **Final Docket Text** Screen displays. (See Figure 6)

**File a Court document:** [02-50003 Donald Ronald Quaker](#) [02-50004 Butch E. Cassidy](#)

Docket Text: Modify as Appropriate.

Notice of 341(a) Meeting of Creditors (Chapter 13); Meeting  
Date:  ; Proofs of Claim Due:  
 . (Ward, James)

Figure 6

- ◆ Enter into the **Date:** text box the correct 341(a) hearing date for the cases you are submitting electronically in batch. (Reminder: The hearing date must be correct for all cases you are presently docketing in.)
- ◆ Enter into the next **Date:** text box the Proofs of Claim Due date.
- ◆ Click [Next].

**STEP 7** The Final Approval screen displays. (See Figure 7)

**File a Court document:** [02-50003 Donald Ronald Quaker](#) [02-50004 Butch E. Cassidy](#)

Docket Text: Final Text

Notice of 341(a) Meeting of Creditors (Chapter 13); Meeting Date: April 7, 2003 ; Proofs of Claim Due: July 7, 2003. (Ward, James)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Figure 7

The Trustee office should verify the following at this time:

- ◆ Review batch case numbers and case names.
- ◆ Verify the **Final Docket Text** to insure that the correct Date for the

- ◆ 341(a) meeting is set.
- ◆ Verify that the **correct Proofs of Claim Due dates** are noted.
- ◆ If the **Final Docket Text** is correct for all Batch cases to be submitted:
  - ◆ Click **[Next]** to continue and officially submit the transaction.
- ◆ If the **Final Docket Text** is not correct for all Batch cases to be submitted:
  - ◆ Click the browser **[Back]** button to find the error(s), and proceed with the event once the errors have been corrected.
- ◆ If you need to abort or restart the transaction, return to **STEP 1** and begin again.

**STEP 8** The **Notice of Electronic Filing** screen displays. (See Figure 8)

**File a Court document: [02-50003 Donald Ronald Quaker](#) [02-50004 Butch E. Cassidy](#)**

Notice of Electronic Filing

The following transaction was received from Ward, James entered on 3/13/2003 at 2:01 PM EST and filed on 3/13/2003

Case Name: Donald Ronald Quaker  
Case Number: [02-50003](#)  
Document Number: [15](#)

Case Name: Butch E. Cassidy  
Case Number: [02-50004](#)  
Document Number: [14](#)

**Docket Text:**  
Notice of 341(a) Meeting of Creditors (Chapter 13); Meeting Date: April 7, 2003 ; Proofs of Claim Due: July 7, 2003 (Ward, James)

The following document(s) are associated with this transaction

**Figure 8**

- ◆ Please note there will be a Notice of Electronic Filing displayed for each of the batch cases submitted.
- ◆ Additionally there will be a separate document number assigned to each entry.
- ◆ The **Notice of Electronic Filing** is the verification that the Notice has been filed and is now an official court document.

- ◆ Clicking on the case number hypertext link on the **Notice of Electronic filing** will present the Docket Report for this case.
- ◆ Clicking on the document number hypertext link will present the PDF image of the notice just filed.